

**SEQUENCE OF EVENTS LEADING TO LICENSURE OF  
FACILITIES THAT TREAT INDIVIDUALS FOR  
PSYCHOACTIVE SUBSTANCE ABUSE OR DEPENDENCE**

1. Before submitting an application for license:
  - a. Read and become familiar with Regulation 61-93, *Standards for Licensing Facilities That Treat Individuals for Psychoactive Substance Abuse or Dependence*. A free copy is available on our website which is located at <http://www.scdhec.gov/hr/hrreg.htm>. A hard copy of the regulation is available through the Division of Health Licensing for a \$10 fee. Payment must be by personal check or money order (no cash or credit cards can be accepted). Determine if you can comply with all requirements described in the regulation.
  - b. Select the location at which you desire to establish the facility.
2. Complete an inpatient or outpatient, as appropriate, Application for License and submit it to:

Director, Division of Health Licensing  
S.C. Department of Health and Environmental Control  
2600 Bull Street  
Columbia, South Carolina 29201
3. For assistance with this process, a representative of the Facilities & Services Office may be contacted at (803) 545-4234.
4. Plans for the facility, as specified in Section 1800 of R61-93, must be reviewed by Department's Division of Health Facilities Construction (DHFC). Reviews are scheduled by appointment and take place at the Heritage Building, 1777 St. Julian Place, Columbia. You should contact that office by phone at 803-545-4663 for assistance prior to the preparation of the plans.
5. DHFC will review the plans submitted and:
  - a. Determine the plans to be complete and issue an approval letter; or
  - b. Deem the plans incomplete and request additional information.
6. When the facility construction or renovation of an existing building is complete, personnel from DHFC will schedule an on-site inspection.
7. When DHFC approves the facility, contact a Division of Health Licensing representative listed above to schedule an on-site initial licensing inspection.

8. When all requirements are met, permission to operate will be granted and a license will be issued.

**NOTE:**

**1. Medical detoxification programs require a Certificate of Need prior to licensure. Contact the Bureau of Certificate of Need at 803-545-4200 for information.**

**2. If you are an owner of a facility/activity currently licensed by this Department, that facility/activity must be in substantial compliance with applicable regulatory standards prior to the Department issuing a license to the proposed facility.**